



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

October 28, 2005

To: Each Supervisor

From: Michael J. Henry   
Director of Personnel

Subject: **RECRUITMENT FOR EXECUTIVE OFFICER, BOARD OF  
SUPERVISORS**

Ms. Violet Varona-Lukens, Executive Officer, Board of Supervisors, has announced her retirement effective February 22, 2006. We have prepared the attached recruitment and selection action plan (Attachment I) and position description (Attachment II) to recruit for this position.

The recruitment will be performed by the Department of Human Resources without the use of a search firm. The search will be open to employees of the County of Los Angeles, and we anticipate submitting names of the finalists to each Supervisor no later than January 2006. As indicated on the attached recruitment and selection action plan, this includes a 30-day filing period.

If you have names of prospective candidates, please forward them to me and we will contact them. Please call me if you have any questions.

MJH:PS  
LH:ck

## Attachments

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors

\\EXECUTIVE OFFICER, BOARD OF SUPERVISORS\BOARD MEMOS AND LETTERS\Notification of Recruitment.doc

DEPARTMENT OF HUMAN RESOURCES EXECUTIVE RECRUITMENT <u>Executive Officer, Board of Supervisors</u>  RECRUITMENT AND SELECTION ACTION PLAN	
COUNTYWIDE RECRUITMENT / NO SEARCH FIRM	
ACTIVITY	ESTIMATED NUMBER OF CUMULATIVE CALENDAR DAYS
I. Develop, finalize, and print recruitment announcement.  (5 days)	5
II. Filing Period Distribute announcement to targeted groups and to County departments.  (30 days)	35
III. Conduct a qualifying assessment of applicants based upon resumes and reference materials. Participation in the interview assessment will be contingent upon the extent to which applicants meet or exceed the minimum requirements and desirable qualifications.  (15 days)	50
IV. Select interview panel, conduct interview assessments, and commence background investigations.  (20 days)	70
V. Submit a list of top candidates and resumes to the Board of Supervisors.  (5 days)	75

COUNTY OF LOS ANGELES  
POSITION DESCRIPTION

ITEM NUMBER: 1109

TITLE: EXECUTIVE OFFICER, BOARD OF SUPERVISORS

**DEFINITION:** Serves as the administrative head of the Department of Board of Supervisors (Board), and has complete charge of the Office of the Clerk of the Board of Supervisors in carrying out the duties of the position as prescribed by law.

**EXAMPLES OF DUTIES:**

Directs short and long range strategic planning initiatives and evaluations of programs and services that have an organization-wide impact; and directs implementation of changes through subordinate managers.

Appoints all employees of the department and directs the activities of personnel, budget, fiscal and other administrative functions of the department within policy guidelines adopted by the Board.

Directs the preparation of the agenda for meetings of the Board and arranges for regular and special meetings.

Attends each session of the Board and directs the recording and maintaining of the record of proceedings in the minute book, including the entry of all resolutions, decisions and the vote of each member.

Directs the notifying of County departments, other agencies, and individuals affected, of actions of the Board.

Directs the receiving, indexing, filing, certifying, and preserving or disposal pursuant to law of all documents, papers, and records deposited with the Clerk of the Board.

Authenticates ordinances, resolutions, and other official actions with an official signature and seal of the Board.

Maintains the custody of, and keeps available for public inspection, the books, records and accounts of the Board.

Directs the giving of information to the public regarding official actions of the Board.

Acts as Secretary or Executive Officer of various County commissions and boards, and provides staff services as required.

**EXAMPLES OF DUTIES** (continued):

Directs the activities involved in procedures of the Assessment Appeals Boards when sitting as a Board of Equalization, including the necessary liaison with the Department of Assessor; serves as Administrator of the Assessment Appeals Boards.

Maintains public relations with other departments, agencies, and the public.

Directs the research, preparation and presentation of information and materials to the Board and other legislative bodies for the purpose of creating or amending regulations, ordinances or other legislation.

Makes periodic reports to the Board regarding the accomplishments of the Department.

Provides administrative support services, including personnel, fiscal and procurement for the Department and various client departments.

Oversees the building proprietorship for the Kenneth Hahn Hall of Administration which includes responsibility for building security and maintenance of the premises.

Directs the development of changes in organization, staffing, work processing, and management information systems to increase efficiency and reduce administrative costs.

Directs the assessment of departmental services for purposes of determining which can be contracted, the preparation of requests for bids, and the review and evaluation of bids; makes recommendations to the Board on proposed contracts and on the cancellation of contracts, and oversees contractor performance.

Ensures that departmental hiring and promotion practices are consistent with the County's equal employment opportunity policy.

**MINIMUM REQUIREMENTS:**

Demonstrated knowledge, skills, and abilities required in managing or assisting in managing an organization. Such management includes directing budget, personnel, fiscal, supply and other administrative functions, as well as the direction of line functions.

**LICENSE:** California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**OTHER:** U.S. citizenship is required for appointment to this position.

**DESIRABLE QUALIFICATIONS:**

- Extensive experience in management and assisting in the management of a public sector organization. Such management includes directing or assisting in the direction of budget, fiscal and administrative services.
- Ability to work well, collaborate, and maintain effective liaison with executive and legislative bodies, a variety of governmental jurisdictions, agencies and with the public.
- Ability to accurately analyze information and interpret and convey results of the analysis in a clear and insightful manner.
- Effective oral and written communication skills which result in clear and concise directions and explanations to others.
- Knowledge of the contract bidding process.

Date approved: October 26, 2005